

UNITED STATES MARINE CORPS
COMBAT CAMERA AND PRINTING UNIT
HEADQUARTERS BATTALION
1ST MARINE DIVISION (REIN), FMF
CAMP PENDLETON, CA 92055-55381

IN REPLY REFER TO

5000
G3 CC/P
2 Oct 00

From: Combat Camera and Printing Officer
To: Master Sergeant J. L. Roberts, [REDACTED]/4691

Subj: **APPOINTMENT AS THE DIVISION COMBAT CAMERA & PRINTING
BUILDING AND COMPOUND MANAGER**

Encl: (1) Turnover Folder and Desktop Procedure guidance

1. As of this date, you are assigned the duties as the Combat Camera & Printing Building & Compound Manager.

2. You will establish and maintain a Turnover Folder and Desktop Procedures per enclosure (1). The following tasks will be performed:

- ☐ Submit/Track all Maintenance work requests
- ☐ Submit/Track all Computer work requests
- ☐ Submit/Track all Telephone work requests
- ☐ Submit/Track/Update all SL3 & T/E modifications to Van Systems
- ☐ Supervise Embarkation Plan
- ☐ Track/Control Keys

3. The following Points of Contacts will be utilized for the above requests/tasks:

- | | |
|---|----------------------------|
| <input type="checkbox"/> Maintenance Requests | HQBN Camp Services 725-884 |
| <input type="checkbox"/> Computer Requests | DataCom 725-8709 |
| <input type="checkbox"/> Telephone Requests | CommCo Wire Plt 725-8718 |
| <input type="checkbox"/> SL3 & T/E | BN Supply 725-8585 |
| <input type="checkbox"/> Embark | BN Embark 725-6314 |

4. You will also appoint in writing an NCO as the Assistant Building & Compound Manager. A copy of this appointment will be given to the individual, OIC and Training SNCOIC.

J. A. SANDERS